







Assigning documents to categories

Procedure

1. Start the transaction using the menu path or transaction code.

Home Page of InfoView

Go directly to:

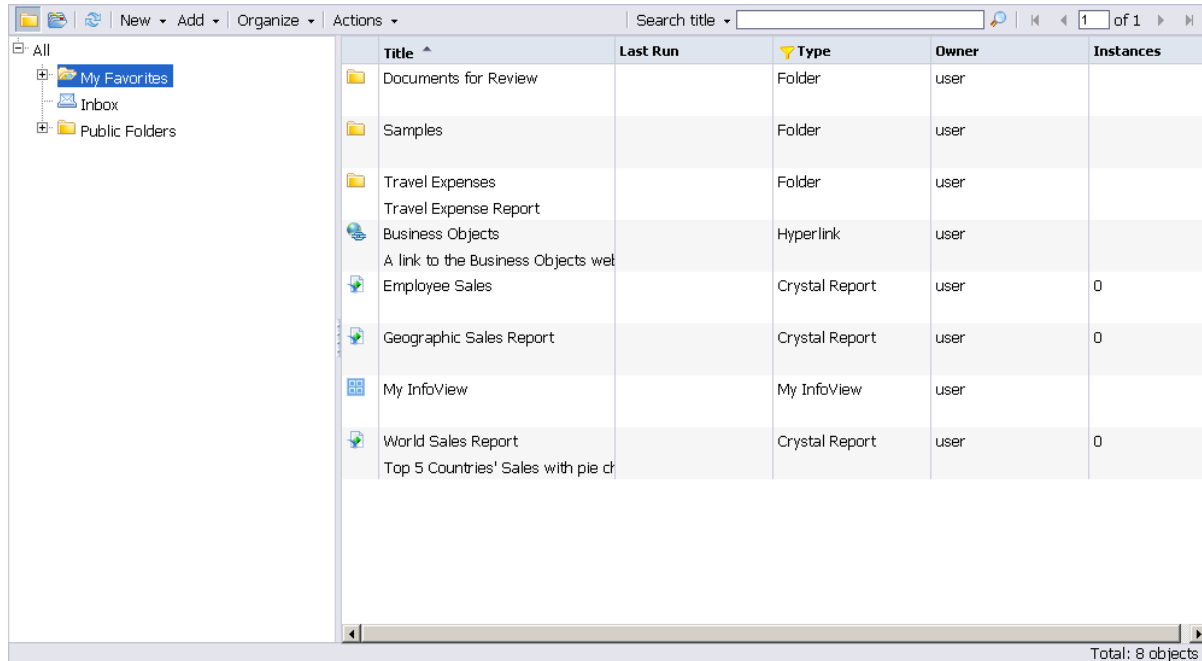
-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

InfoView

2. Click **Document List**.

Assigning documents to categories

Listing



Title	Last Run	Type	Owner	Instances
Documents for Review		Folder	user	
Samples		Folder	user	
Travel Expenses		Folder	user	
Travel Expense Report				
Business Objects		Hyperlink	user	
A link to the Business Objects web				
Employee Sales		Crystal Report	user	0
Geographic Sales Report		Crystal Report	user	0
My InfoView		My InfoView	user	
World Sales Report		Crystal Report	user	0
Top 5 Countries' Sales with pie ch				

Total: 8 objects

- Click **Geographic Sales Report** object.

You can assign several documents from different folders to a single category. You can also assign a single document to several categories. This provides you with the option of organizing your documents in a way that differs from your folder structure.

You assign a document to a category through the document properties.

- Click **Actions**.
- Click **Properties**.

Assigning documents to categories

Geographic Sales Report Properties

Title:

ID, CUID: 2116, AYdRh34N.fNHjzdwdDHjq9E

File Name: frs://Input/a_068/008/000/2116/c00528976b18a29.rpt

Description:



Keywords:

Created: Apr 29, 2008 8:48 AM

Last Modified: Apr 29, 2008 5:20 PM

Last Run On:

Categories

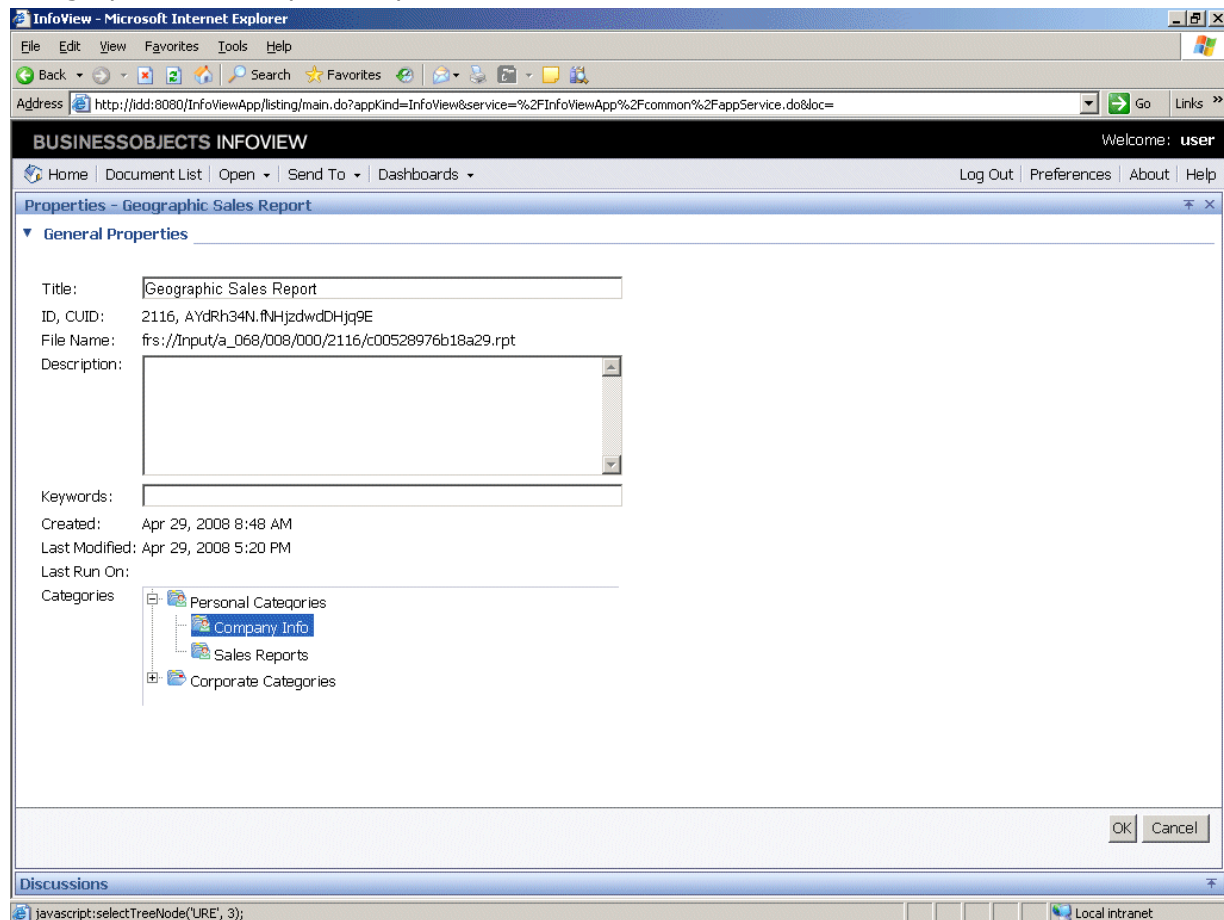
-  Personal Categories
-  Corporate Categories

6. Click the **Personal Categories** tree.
7. Click **Company Info** object.

By assigning this document to your Company Info category, you can add it to the company-related documents you want to group together for personal reference.

Assigning documents to categories

Geographic Sales Report Properties



InfoView - Microsoft Internet Explorer

Address: http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Properties - Geographic Sales Report

▼ General Properties

Title: Geographic Sales Report

ID, CUID: 2116, AYdRh34N.fNHzdwDhJq9E

File Name: frs://Input/a_068/008/000/2116/c00528976b18a29.rpt

Description:

Keywords:

Created: Apr 29, 2008 8:48 AM

Last Modified: Apr 29, 2008 5:20 PM

Last Run On:

Categories:

- Personal Categories
 - Company Info
 - Sales Reports
- Corporate Categories

OK Cancel

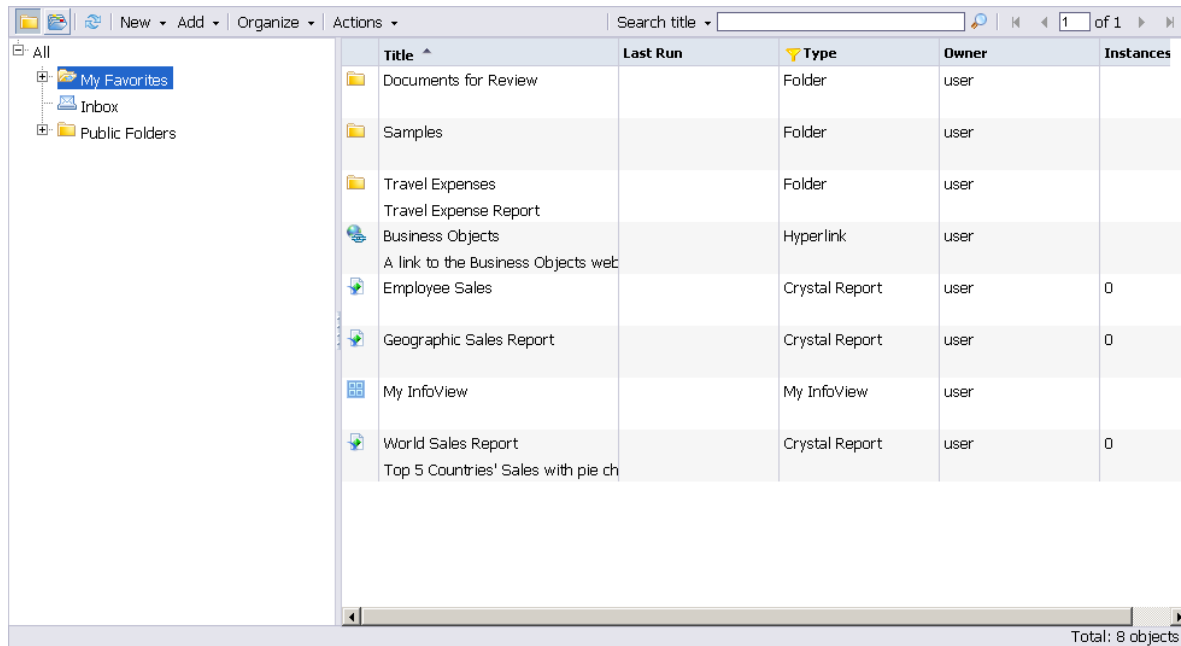
Discussions

javascript:selectTreeNode('URE', 3); Local intranet

8. Click **OK**.

Assigning documents to categories

Listing



The screenshot shows the Business Objects workspace interface. On the left is a navigation pane with 'All' selected, showing 'My Favorites', 'Inbox', and 'Public Folders'. The main area displays a table of documents with columns: Title, Last Run, Type, Owner, and Instances. The table contains 8 objects. A search bar is at the top right, and a status bar at the bottom right indicates 'Total: 8 objects'.

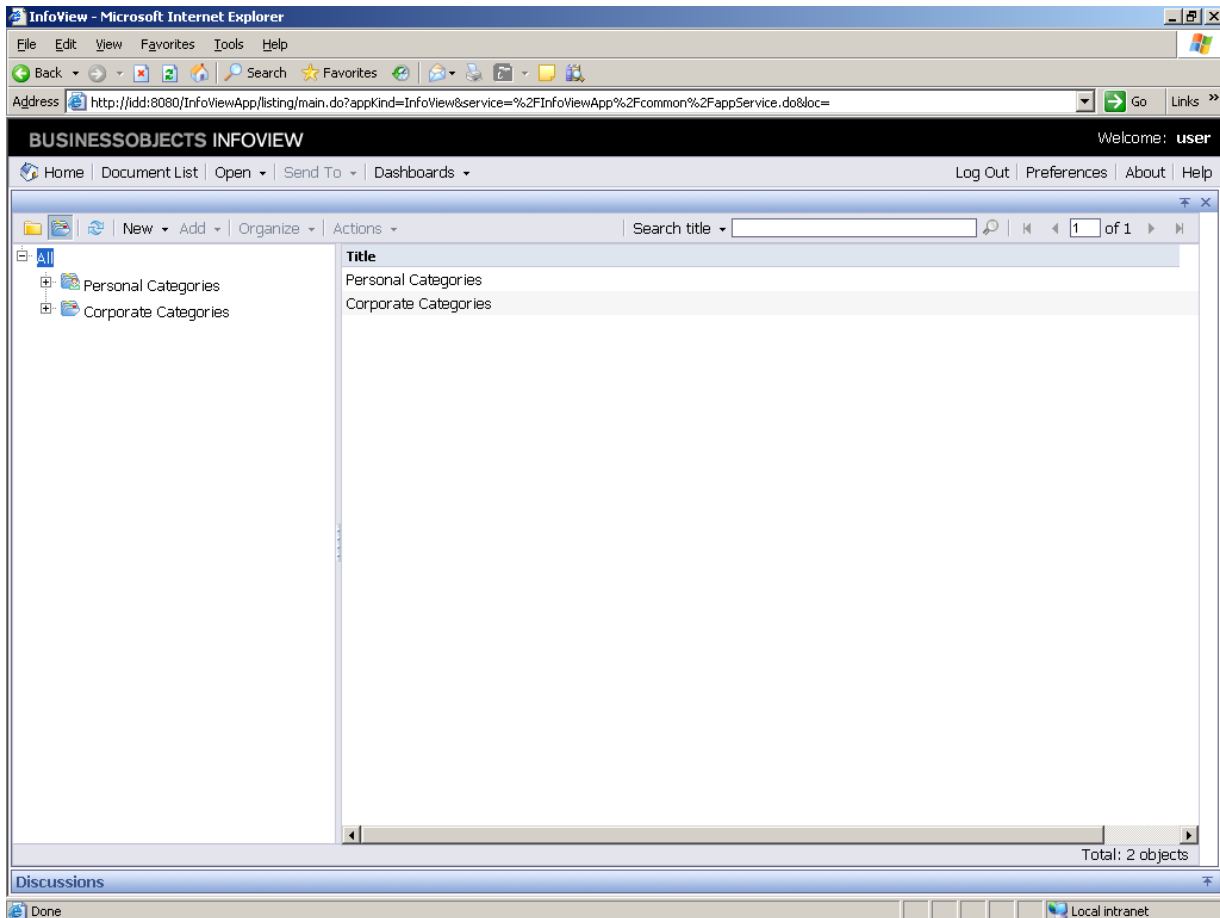
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A link to the Business Objects web				
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Geographic Sales Report		Crystal Report	user	0
My InfoView		My InfoView	user	
World Sales Report		Crystal Report	user	0
Top 5 Countries' Sales with pie ch				

9. Click Show **Categories** .

The Workspace Panel returns to the original document list.

Assigning documents to categories

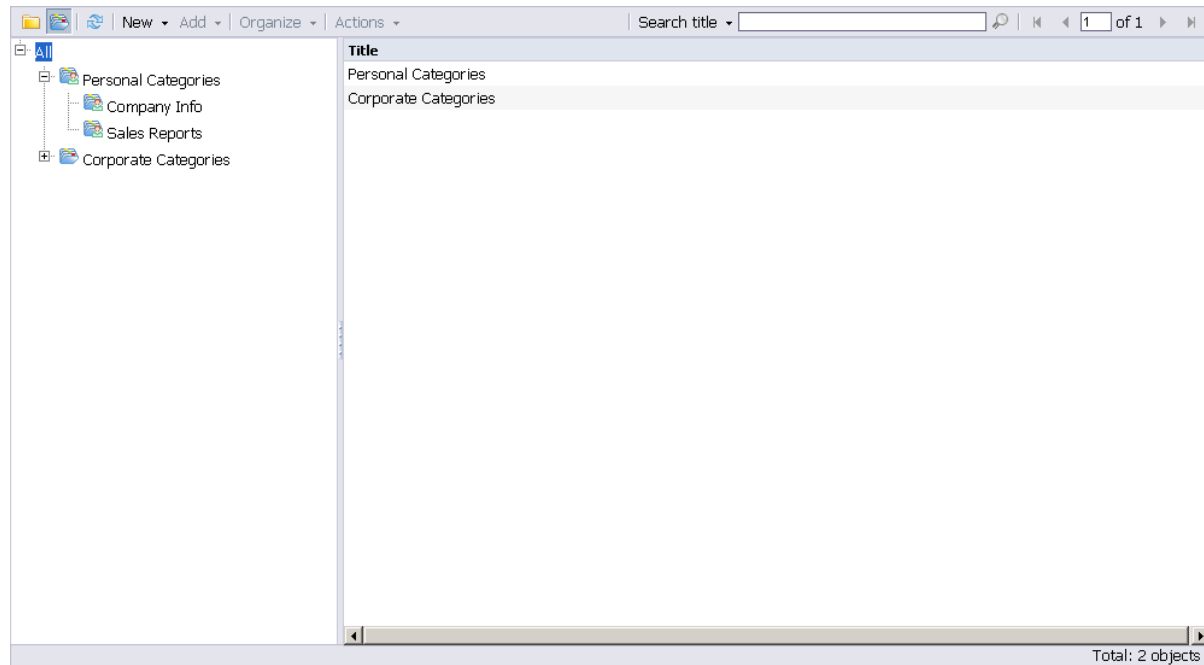
Listing



10. Click the + button before the **Personal Categories** tree item.

Assigning documents to categories

Listing



11. Click the **Company Info** tree item.

The Geographic Sales Report document appears in the Workspace Panel in the Company Info category.

Press **[Enter]** to continue.